Volume

1

OPERATOR USER MANUAL

Time & Attendance / Access Control

Employee

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Chapter 3

3. Employee

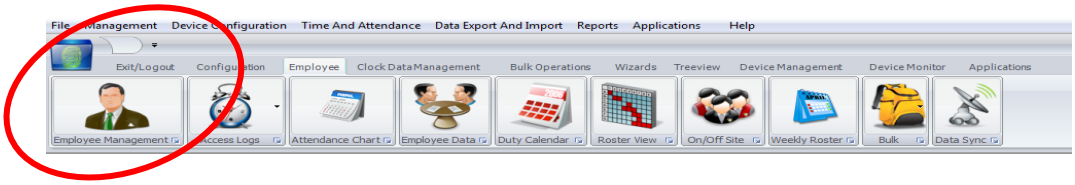
Employee Management & Data

As part of the Software Installation Service, the Company Employee List will be imported directly into the Software as a bulk operation. It is the responsibility of the Software Operator to maintain existing employee information and add any additional information that was not submitted at the time of bulk import.

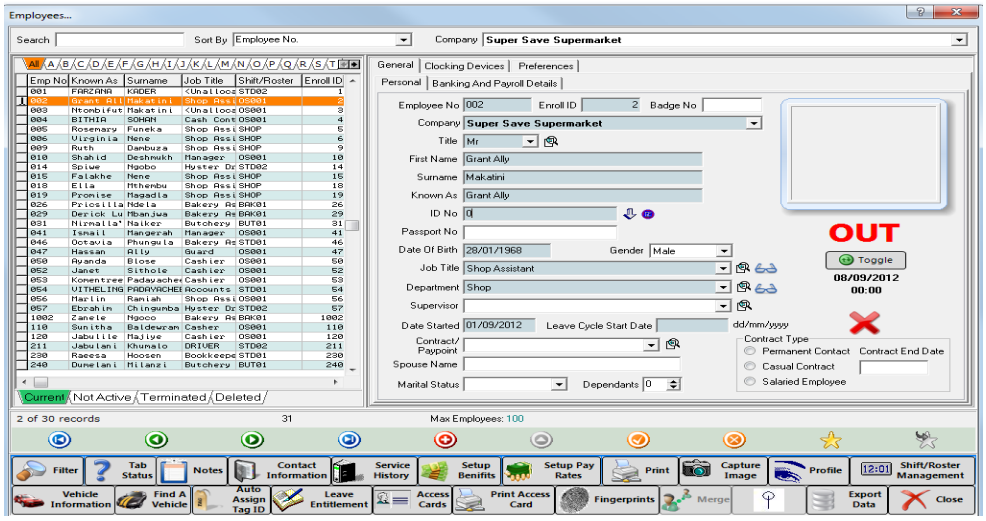
EMPLOYEE MANAGEMENT

3.1 Employee Management

In this section, the Software Operator is able to view and maintain existing employee information as well as load new employees.


File Management Device Configuration Time And Attendance Data Export And Import Reports Applications Help
Exit/Logout Configuration Employee Clock Data Management Bulk Operations Wizards Treeview Device Management Device Monitor Applications
Employee Management
Access Logs
Attendance Chart
Employee Data
Duty Calendar
Roster View
On/Off Site
Weekly Roster
Bulk
Data Sync

In the **Employee Management** screen, the companies employees are listed. Use the Search facility to filter by Employee no., Enroll ID no., Surname etc.

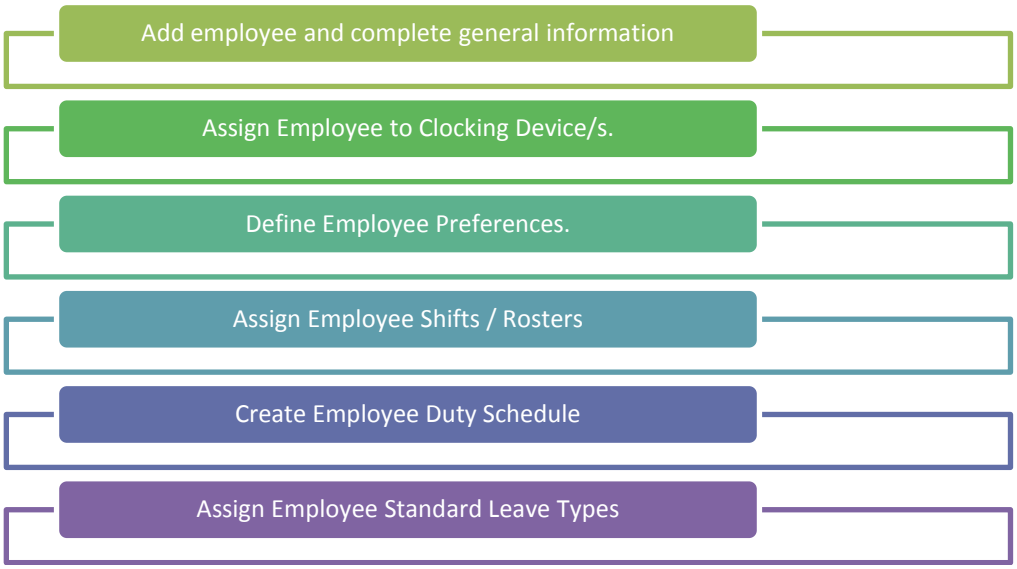


Page Notes:

By selecting an employee (highlighted in Orange), the employee's details and preferences are open to view and modify, this can be done by clicking on the required tabs in the right hand side of the screen.

Inserting a New Employee:

Basic sequence of events:


Add employee and complete general information
Assign Employee to Clocking Device/s.
Define Employee Preferences.
Assign Employee Shifts / Rosters
Create Employee Duty Schedule
Assign Employee Standard Leave Types

When enrolling a new employee, it is recommended that the employee is first registered on the software ***before*** they are enrolled onto the clocking device/s.

The Enroll ID is the Key that links the employee records on the software to the clocking devices.
The software can be set up to either auto-assign a unique device Enroll ID no. to each new employee or the Software Operator can manually insert a company sequenced Enroll ID no. The Enroll ID no. can be the same as the employee Company No. If the Enroll ID is manually inserted, it is the responsibility of the Software Operator to keep a separate Enroll ID sequence control record so as to ensure that Enroll ID no.s are not duplicated. This is imperative if the company has more than 1 clocking device.

Please note:

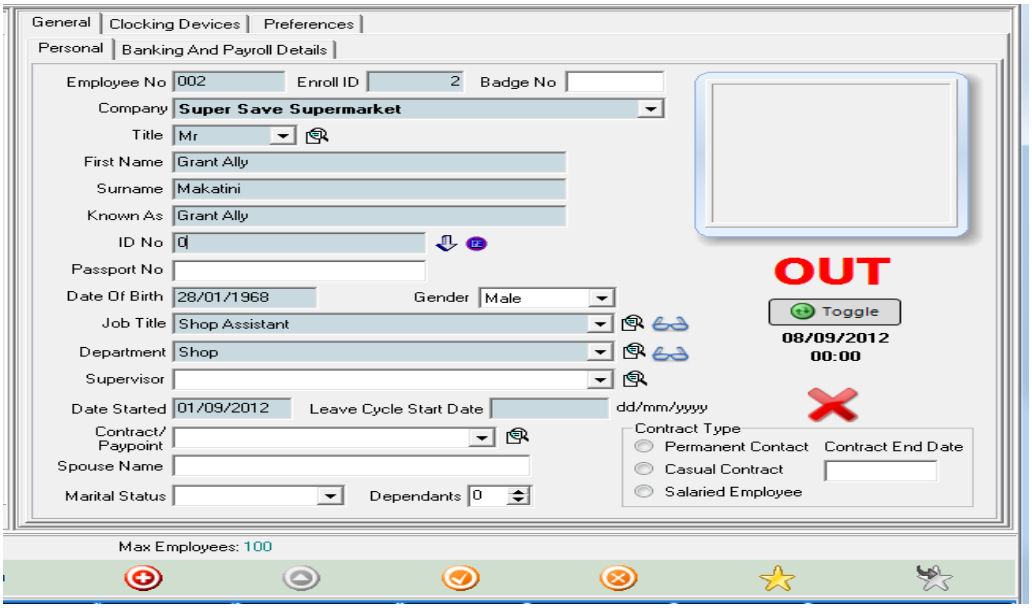
If the Enroll ID Fields in the Employee General Information tab is highlighted in Yellow, it signifies that he Enroll ID auto-assign has been activated. To turn this feature off, please refer to Capture 1 / 1.2 Setup / Parameters (page 4).

Page Notes:

Employee General Information Tab

In this section, complete the Employee's general information as well as Banking and Payroll details.

Personal Information:



- To add a new employee, click on the "Add" button.
- Type in the Employee no. and Enroll ID (if not auto-assigned)
- Complete the Employee's General Information
- Insert Employee image from an existing jpeg file by clicking on the Employee Image icon and use the browser to locate the jpeg on the PC's hard drive or/
- Click on the Capture Image button to capture the employees picture using a webcam connected directly to the PC.
- Use the Field Modify icon to insert additional Job Titles or Departments etc.

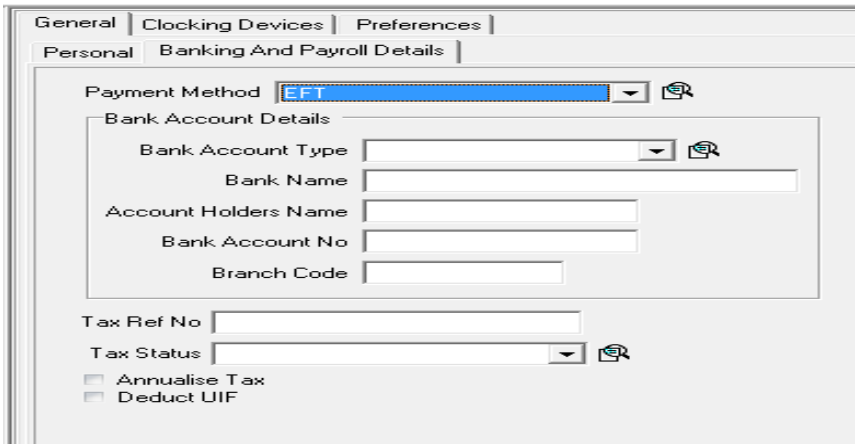
Please note:

1. *Fields highlighted in Blue are mandatory and need to be completed before the New Employee Information is saved.*

2. *During the course of loading a new employee, if the operator exits the process before all the sections are completed, the Software will prompt the operator to complete these sections. Click "No" to each prompt. The operator can return to complete the enrollment at a later time.*

Page Notes:

Banking and Payroll Details:



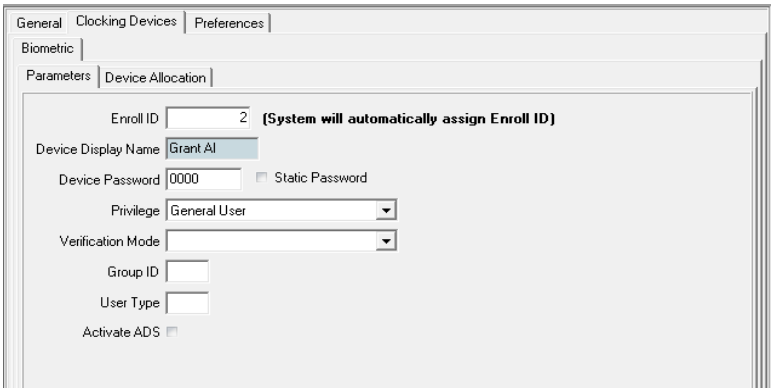
- Use the Payment Method dropdown to select relevant payment method or/
- Use the Field Modify Icon to add additional payment method types.
- Use the Bank Account Type dropdown to select the relevant account type or/
- Use the Field Modify Icon to add additional bank account types.
- Use the Tax Status dropdown to select relevant status or/
- Use the Field Modify Icon to add additional tax status types.

Clocking Devices

In this section, we will be assigning which Clocking Devices this employee will be entitled to use.

Biometric Parameters:

In the Parameters tab, you can modify the Device Display name, insert new Employee Password, define the Employee's Privilege on the device and select the default Verification Mode for the Employee.



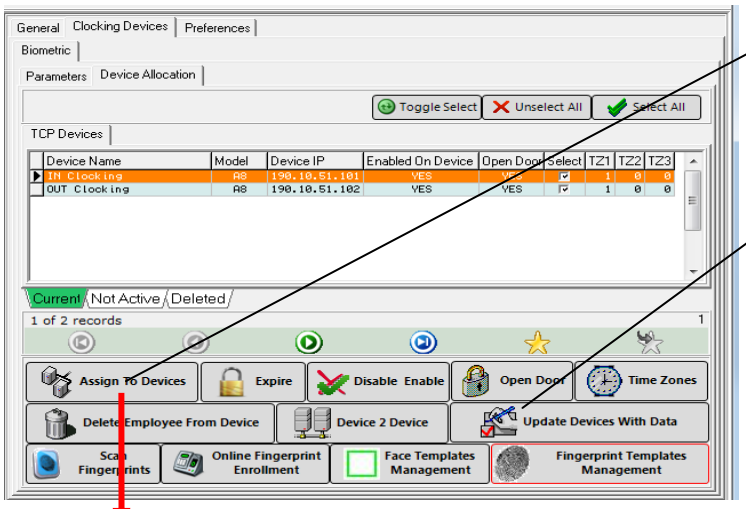
Please note:

Verification Mode is the method in which the device will verify an employee ie. By Fingerprint or by password. Verification Mode Types available vary from one device model to another. The Software Installer will configure the available types accordingly.

Page Notes:

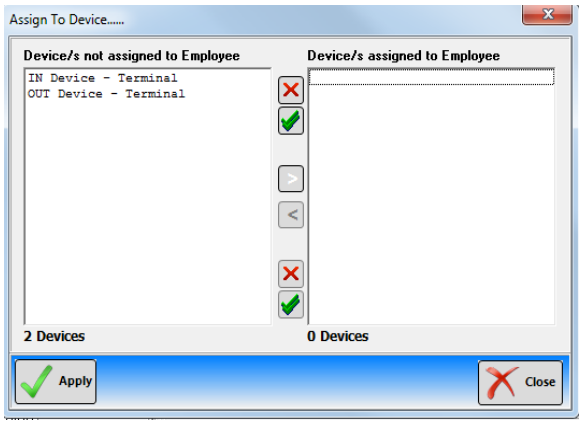
Device Allocation:

In this tab, you will assign the employee to the relevant clocking devices that he/she is required to use, update the devices with the employee information, scan employee prints using a dedicated Take-on reader or download prints from a clocking device that has been defined as the "Take-on reader" .
(see Enrolling an Employee Finger or Facial Print section for more information).



Step 1:
Assign employee to device/s.

Step 2:
Send employee info to devices.

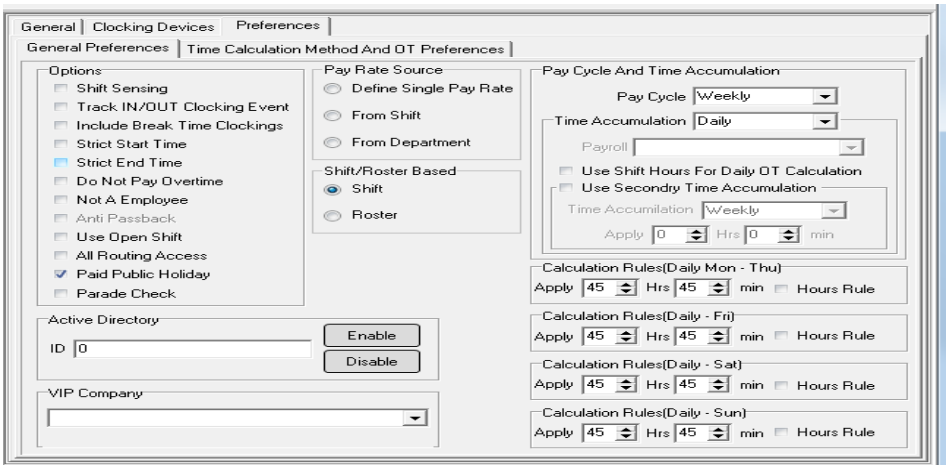


- Clock on the "Assign to Devices" button
- A list of the clocking devices that have been configured will be shown in the left hand column.
- Select an individual device by clicking on it or select all by clicking on button.
- Use the arrow to move the selected device/s to the right hand column.
- Click on the "Apply" button
- The assigned device/s will now be listed.
- Click on the "Update Devices with Data" button to send the employee information to the assigned devices.

Page Notes:

Employee Preferences Tab

In this section, we define the Employee Pay Cycle, Time Accumulation Type and other Employee specific Rules.



- Select the employee's Pay Cycle
- Select the employee's Time Accumulation and define rules (see below for Time Accumulation explanation)
- Define Employee applicable Options (if not already defined in shifts):
    - Shift Sensing – No duty schedule defined, system uses employee clocks to define what shift was worked.
    - Track IN/OUT clocking Event – used to track employee on Monitor Board if installed.
    - Include Break Time Clocking – used to track employee Breaks & "away" time.
    - Strict Start Time – employee time is calculated from the shift start time and not the actual clock in time.
    - Strict End Time – employee time is calculated until the shift end time and not the actual clock out time.
    - Do not pay overtime – overtime is not applicable to this employee.
    - Use open shift – employee start and end time is not defined by a shift.
    - All Routing Access
    - Paid Public Holiday
    - Parade Check
- Define whether the employee is Shift or Roster based

Page Notes:

Employee Time Accumulation:

Defining the Time Accumulation Type and Rules correctly is important. In order for the system to calculate employee's Normal Time and Overtime, we first need to define the period in which employee's Normal Time is accumulated.

Time Accumulation is defined as "***The time period in which Normal Time is accumulated***".

This period needs to be defined in order to understand when Overtime becomes applicable eg:

Period	Rules
Daily	An employee works 9 hours before overtime is applicable
Weekly	An employee works 45 hours before overtime is applicable

The system can be set to use the Shifts that the employee is assigned to on each day, to define the period in which their normal time and overtime time will be calculated.

In the employee's NT/OT report, Daily TA will simply calculate the employees Normal Time and Overtime for each day worked and will generate figures (for example) in this manner:

Shift = 7:30-16:30=9hrs

Day	Actual Time In	Actual Time Out	Normal Time	Overtime 1
Monday	7:30	17:00	09:00	00:30
Tuesday	7:30	16:30	09:00	00:00
Wednesday	7:30	10:00	02:30	00:00
Thursday	7:30	17:00	09:00	00:30
Friday	7:30	17:00	09:00	00:30
		Daily TA employee calculation	38:30	01:30
Simple example for employee NT/OT calculation				

However, Company policy may stipulate that an employee must work a certain amount of Normal Hours over a period of a week before Overtime is applicable.

Secondary Time Accumulation is defined as "***A secondary time period in which to set Normal Time Target Hours before Overtime is applicable"***

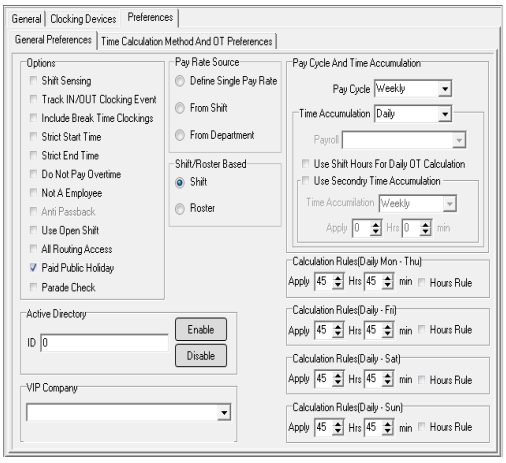
By defining a secondary time accumulation rule, employee's Normal Time and Overtime for each day will be displayed, however, in the final calculation, the employees Overtime will be used to top-up the Normal Time according to the secondary rule Target Hours and will generate figures (for example) as follows:

Shift = 7:30-16:30=9hrs

Day	Actual Time In	Actual Time Out	Normal Time	Overtime 1
Monday	7:30	17:00	09:00	00:30
Tuesday	7:30	16:30	09:00	00:00
Wednesday	7:30	10:00	02:30	00:00
Thursday	7:30	17:00	09:00	00:30
Friday	7:30	17:00	09:00	00:30
		Daily TA employee calculation	38:30	01:30
		Secondary Weekly TA employee calculation	40:00	00:00
Simple example for employee NT/OT calculation with secondary time accumulation rule set at 45 hours per week				

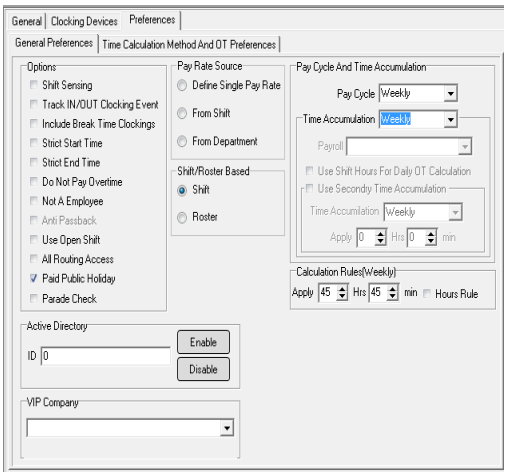
Page Notes:

Daily Time Accumulation:



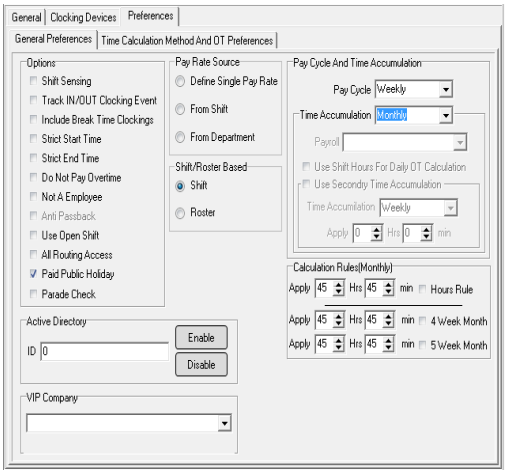
- Select Daily Time Accumulation from the dropdown
- Click "Use Shift Hours for Daily OT calculation"
- Click " Use Secondary Time Accumulation" (if required)
- Select the Secondary Time Accumulation from the dropdown
- Define the Target Hours to apply.

Weekly Time Accumulation:



- Select Weekly Time Accumulation from the dropdown
- Define the Weekly Target Hours to apply.

Monthly Time Accumulation:



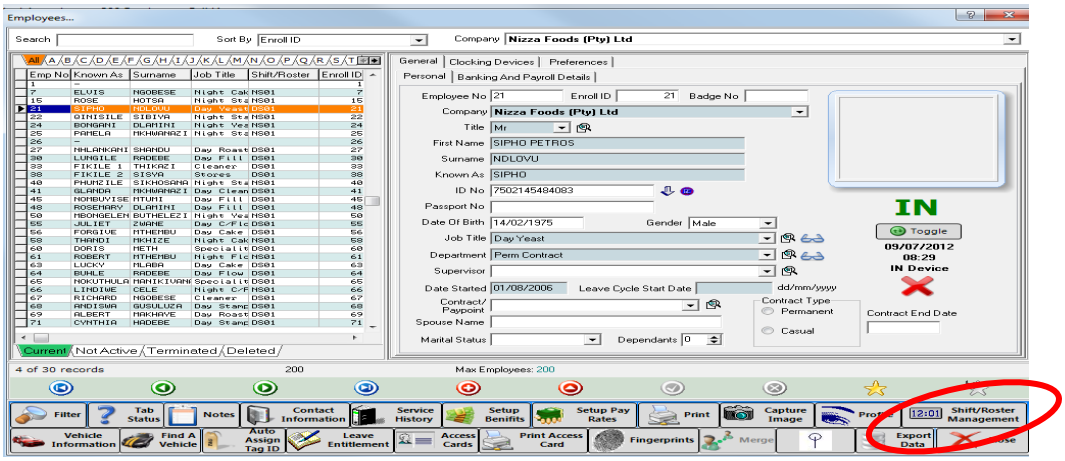
- Select Monthly Time Accumulation from the dropdown
- Define the Monthly Target Hours to apply (Standard Calendars) or
- Define the Monthly Target Hours to apply to a 4 or 5 week month. (For companies that are setup to stager calendar months)

Page Notes:

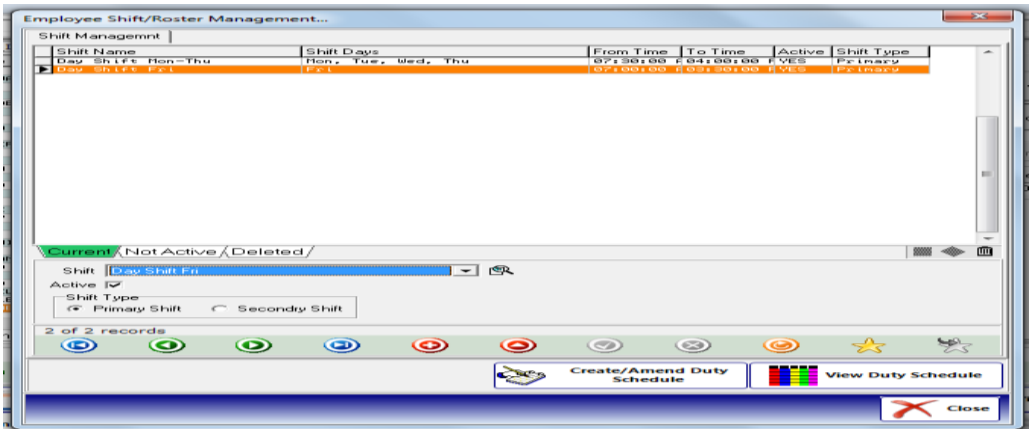
Shift / Roster Management

Employee's can either be assigned to various shifts (which do not overlap in days) or to a roster of cycled shifts.

To assign an employee to their Shifts or Roster, click on the Shift/Management button. Depending on whether you define the employee as Shift or Roster based in the Employee's Preferences tab, the appropriate management screen will be opened.



Shift Based Employees:



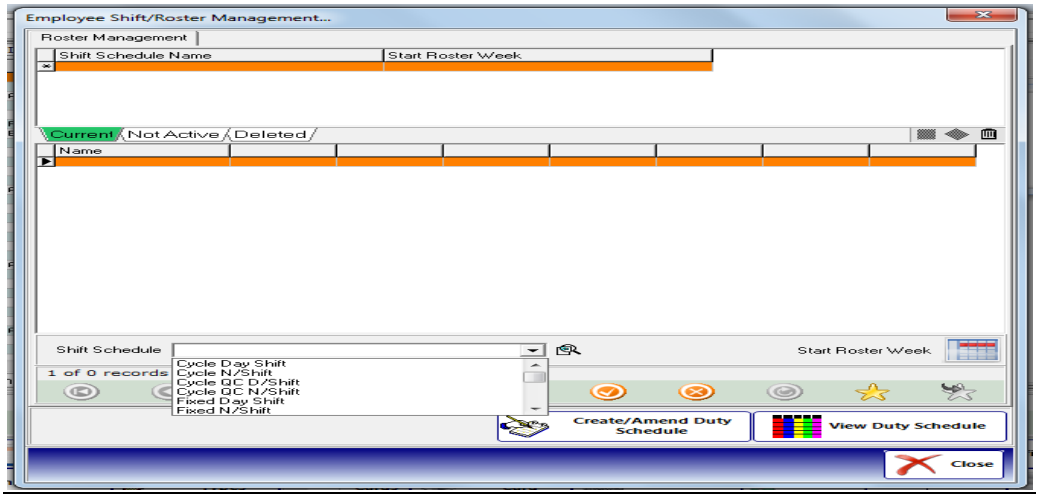
- Click on the "Add" button
- Select the required Shift from the pre-defined dropdown list
- Define if the shift is a Primary or Secondary Shift
- Click on the "Save" button
- Repeat above for all necessary shifts required ie Add, Select & Save

Please note:

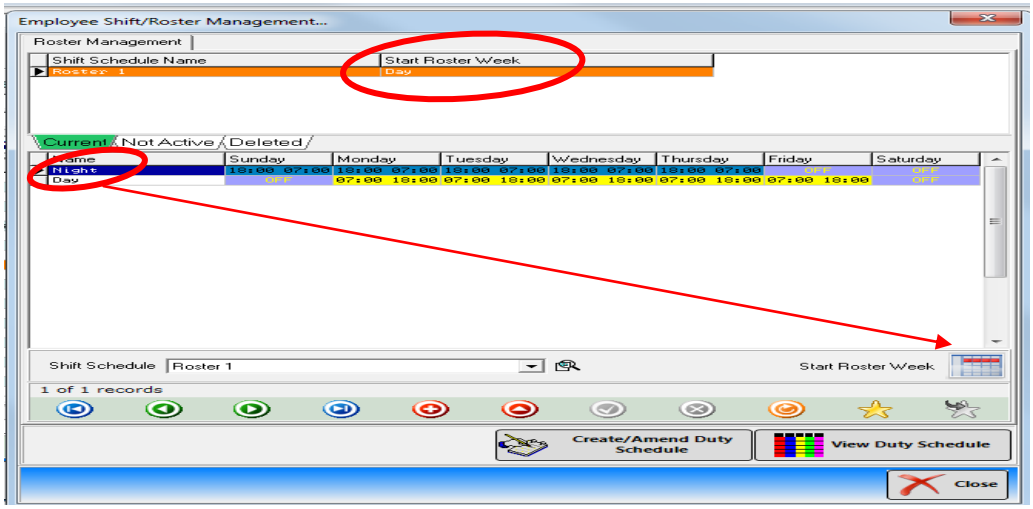
Primary shift is the employee's mandatory shift whereas the Secondary Shifts are not mandatory shifts.

Page Notes:

Roster Based Employees:



- Click on "Add" button
- Select the required Roster from the pre-defined dropdown list
- Click on "Save" button
- The Shift pattern will be displayed for the Roster selected



Depending on what week the employee is starting on, you will need to define which Shift the employee will starting working and insert this into the "Start Roster Week" field.

- To change the Start Roster Week Shift , click on the correct Shift name in the Roster summary grid and drag and drop it into the "Start Roster Week" Calendar icon.

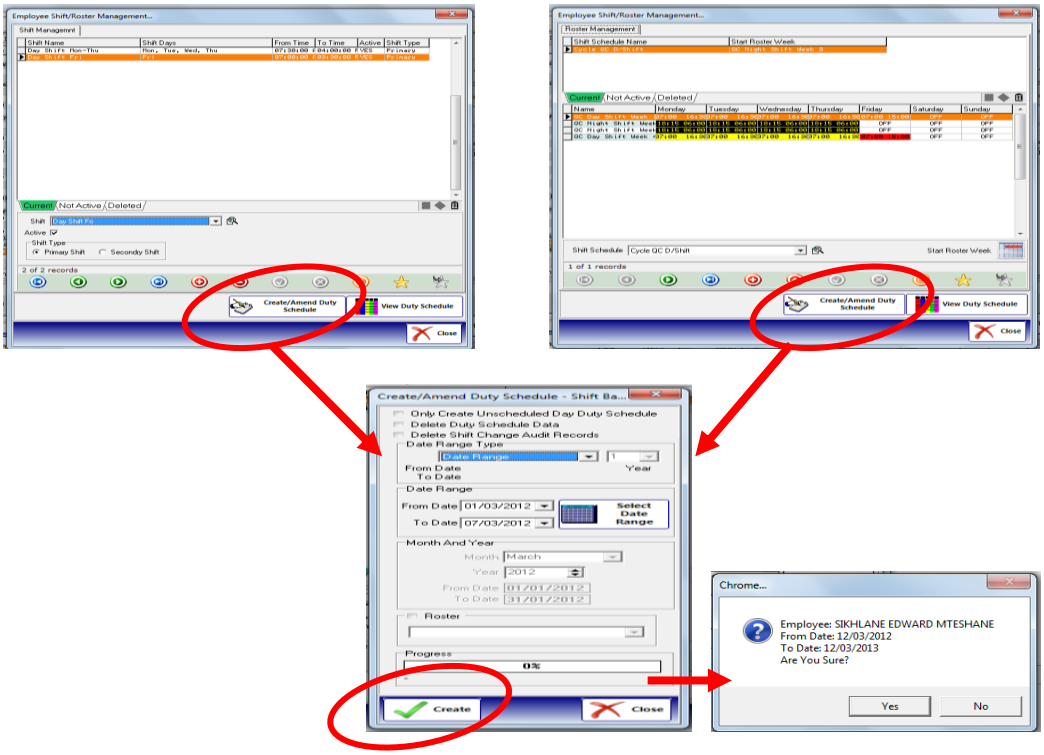
Once you have either selected the employee's shifts or employee's Roster, you will need to create the employee's Duty Schedule

Page Notes:

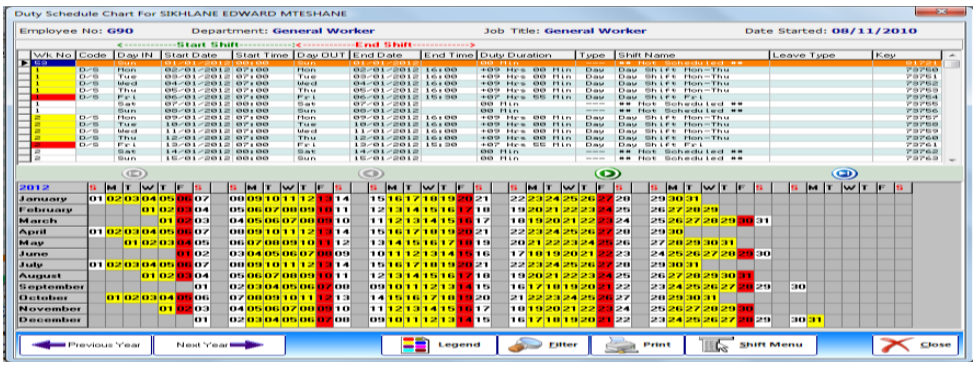
Duty Schedules

A Duty Schedule is defined as **"a confirmed forecast sheet of employee's upcoming Shifts or Roster"** and forms the employees work Timetable.

Creating Duty Schedules for Shift or Roster based employee's is completed in the same process.



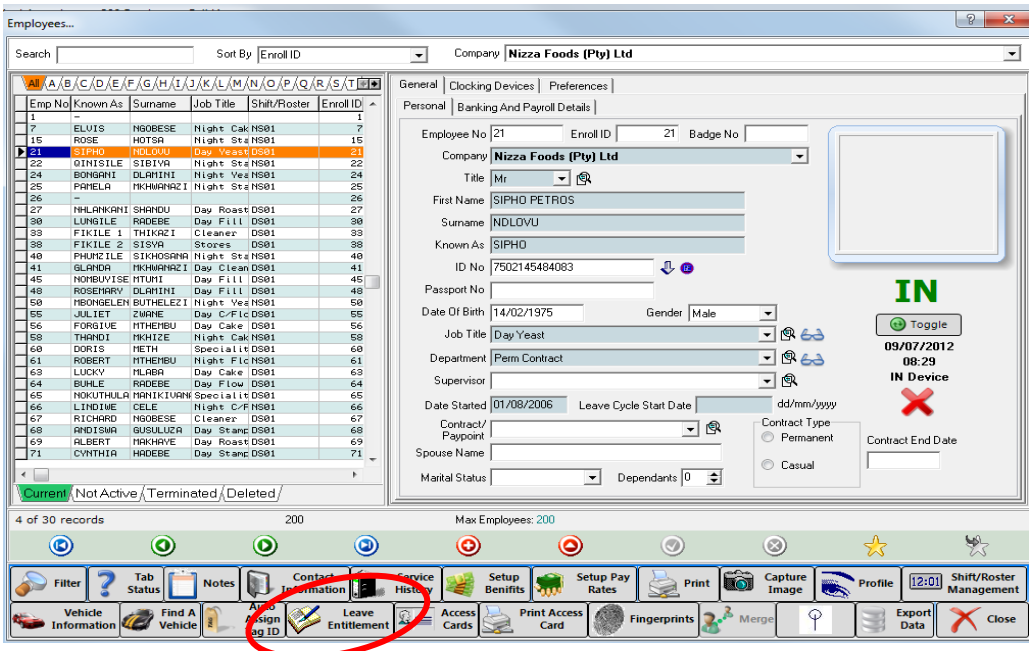
- Click on the "Create/Amend Duty Schedule" button
- Select the "Date Range" to create the Duty Schedule Start and End date.
- Click on the "Create" button
- When prompted, confirm by clicking "Yes" to create the employee's Duty Schedule
- The system will generate the Duty Schedule and display as follows:

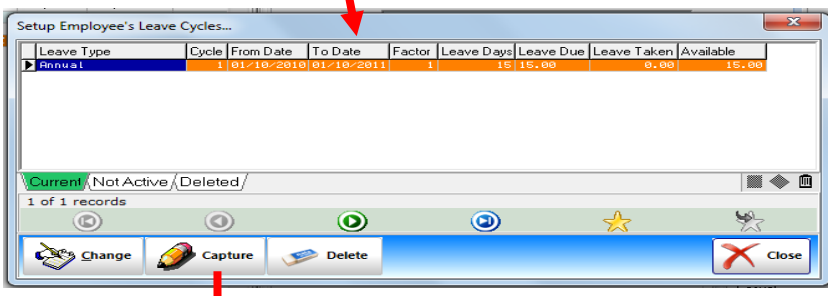


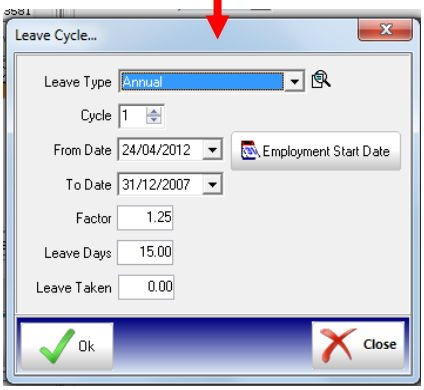
Page Notes:

Leave Entitlement

Employee Leave Entitlement is the types of leave that the employee is legible for eg: Sick Leave or Annual Leave. By assigning these leave types to an employee, the operator can ***capture*** scheduled leave or leave already taken at a later date.







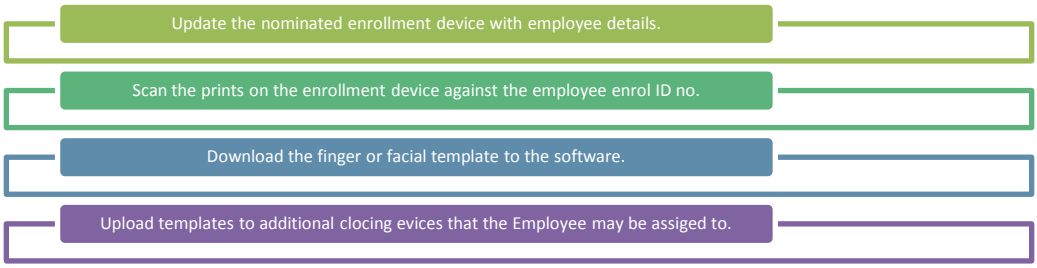
- Click on "Leave Entitlement" button
- Click on "Capture" button
- Select the required "Leave Type" from the pre-defined dropdown list
- Select the Date Range, either define the From Date and select from Employee Start Date
- Click "OK"
- Repeat the above for additional Leave Types

Page Notes:

Enrolling an Employee Finger or Facial Prints

There are various ways to scan employee prints depending on the type of clocking device and whether a Take-on Reader is being used or a clocking device has been assigned as the dedicated enrolment reader.

Basic sequence of events as follows:


Update the nominated enrollment device with employee details.
Scan the prints on the enrollment device against the employee enrol ID no.
Download the finger or facial template to the software.
Upload templates to additional clocing evices that the Employee may be assiged to.

The Software is integrated into the following Access Control / T&A clocking Devices:

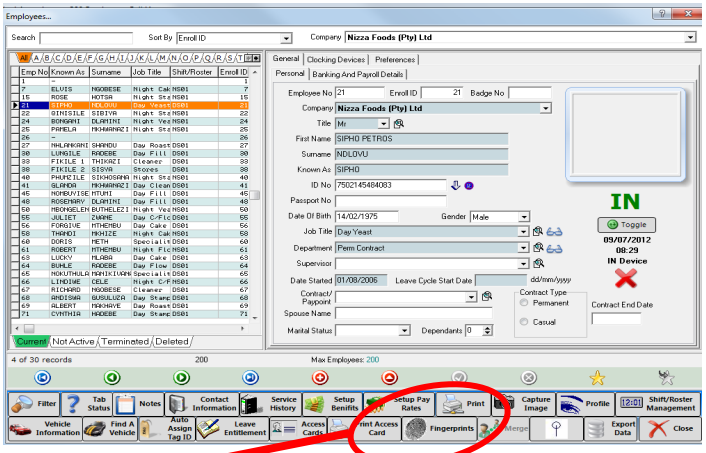
Please note:

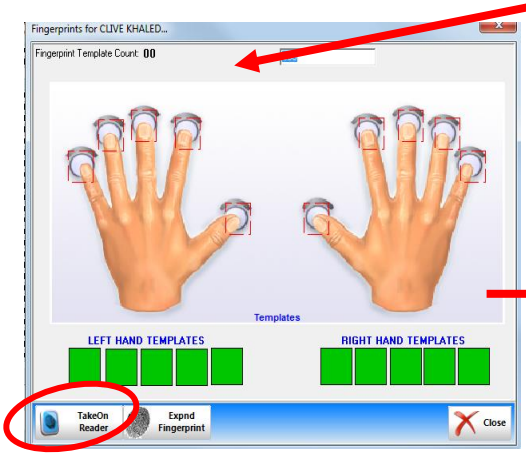
When scanning employee finger prints, make sure that the fingers are clean and free from dust or grime. To improve the scan quality, slightly moisten the employee's fingers by using Baby Wet Wipes.

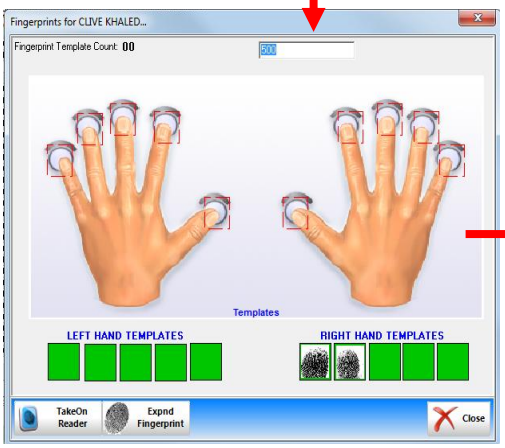
Page Notes:

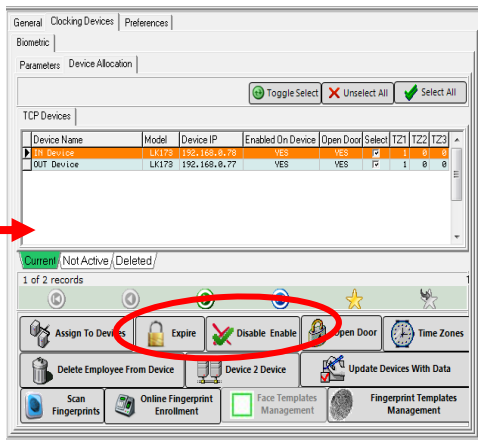
Enrolling using a dedicated Take-on Reader:

A dedicated Take-on Reader can be connected directly to the workstation (software operator's PC) via a USB cable. This will be setup by the software installer.









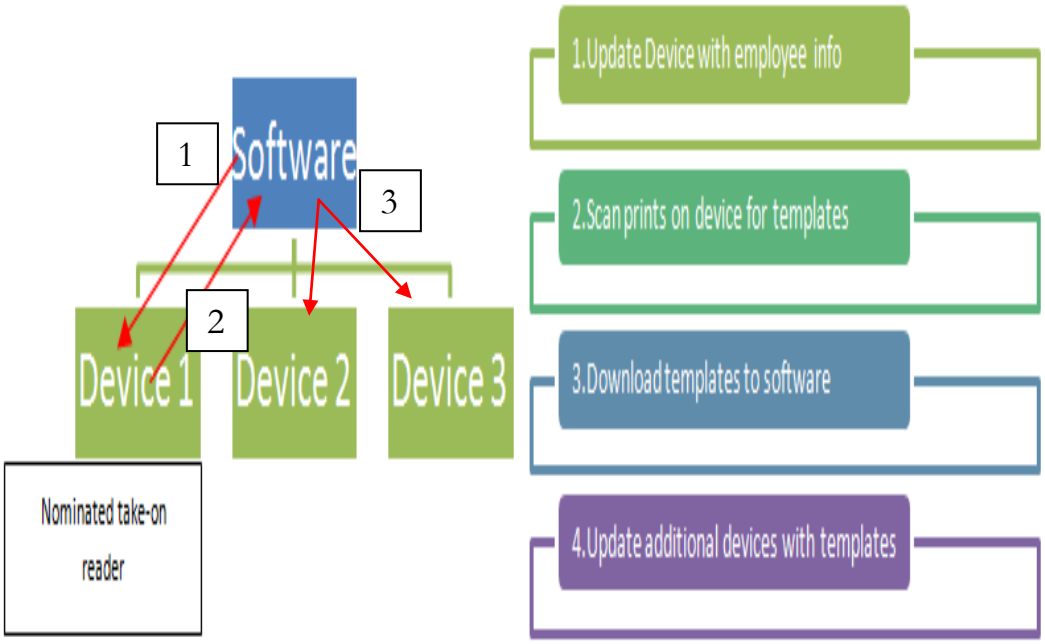
Page Notes:

- Make sure that the Take-on Reader is plugged into the USB port.
- In Employee Management section, ensure that the employee is highlighted and then select the "Fingerprints" button.
- Click on the "Take-on Reader" button, the software will connect to the device.
- Select the finger you would like to scan by clicking on the radio button above the finger. (ie the thumb)
- Place the employee's thumb firmly onto the scanner. You will be prompted to scan the print 3 times.
- Click on the "New Scan" button to select the next finger to scan.
- Once complete, "Close"
- In the Clocking Devices Tab, select the device/s that the employee is assigned to and click on "Update Devices with Data". This will upload the templates to the selected devices.

Important Note:

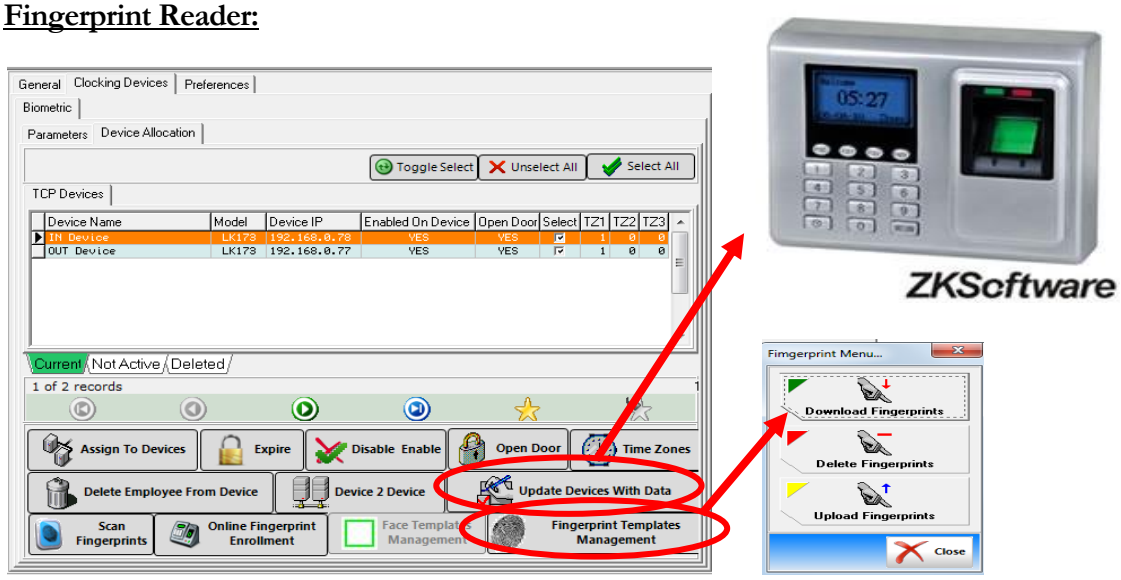
Always remember to plug the USB take-on reader into the same port, this being the original port that the device was inserted into at the time that the Device Driver was installed.

Enrolling directly onto a Clocking Device (nominated enrollment reader):



Page Notes:

Fingerprint Reader:

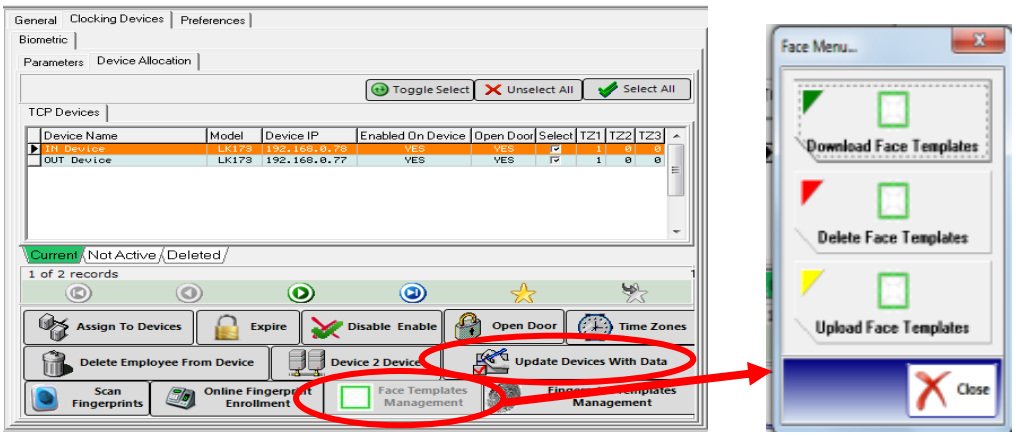


- Select the device that you will be using to scan the prints (if more than 1 device listed).
- Click "Update Devices with Data" to send the employee general information to the device.
- On the clocking device, go into the device Menu and select User Management.
- Select Enroll User.
- Select Enroll FP (Fingerprint).
- You will be asked if the fingerprint is a new enrolment, select NO by clicking either ESC or C.
- Type in the User ID no. (Enroll ID no.) ***NB! this must be the same no. as registered on the software***
- Follow the prompts to scan the fingerprint.
- Once complete, exit from the device Menu and return to the software.
- You will now be required to Download the template from the device to the software.
- Click on "Fingerprint Template Management" button and click on "Download Fingerprints".
- The templates are now saved on the software and can be uploaded to additional devices if required.
- Select the devices and click on "Update devices with Data" Button.

Page Notes:

Facial Print Reader:

This is the same basic procedure as with the Fingerprints, instead, a facial scanner is used.



- Select the device that you will be using to scan the prints (if more than 1 device listed).
- Click "Update Devices with Data" to send the employee general information to the device.
- On the clocking device, go into the device Menu and select User Management.
- Type in the User ID no. (Enroll ID no.) ***NB! this must be the same no. as registered on the software***
- Click on "Query" button.
- Select Enroll Facial.
- Follow the prompts to scan the facial prints.
- Once complete, exit from the device Menu and return to the software.
- You will now be required to Download the template from the device to the software.
- Click on "Face Template Management" button and click on "Download Face Templates".
- The templates are now saved on the software and can be uploaded to additional devices if required.
- Select the devices and click on "Update devices with Data" Button.

Page Notes:

11:38
/02
Facial &
Fingerprint
User Management
Please input user ID
1 2 3
4 5 6
7 8 9 C
0 # OK
User Info
Please adjust your pose and distance to the machine

Page Notes:

ACCESS LOGS

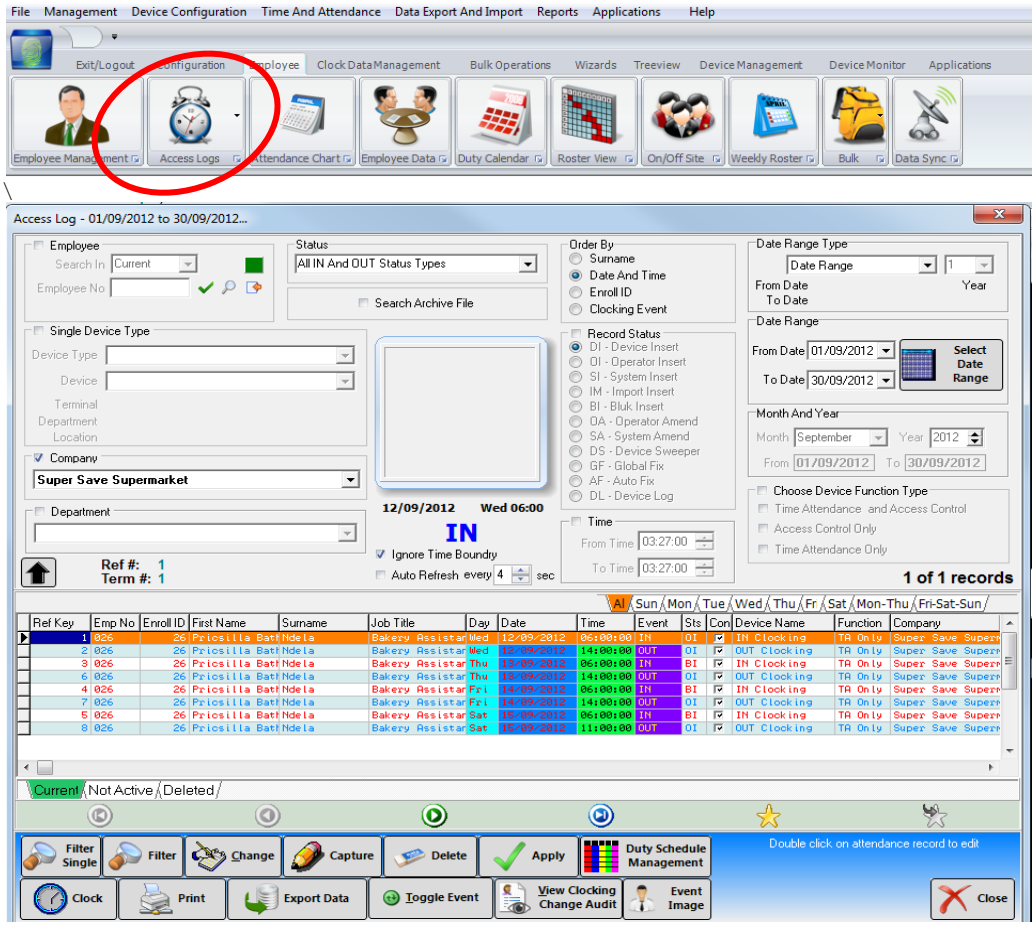
3.2 Employee Access Logs

In this section, the Software Operator is able to view and modify Employee Access Logs (employee Clocks) as well as manually insert missing Clocks.

Access Logs can be filtered by Employee, Single Device Type, Company, Department and viewed over a defined date range.

Access Logs is basically a visual representation of the clocks that have been downloaded / imported from the devices.

Use this section to ***Toggle*** clock events (from IN to OUT) or ***Capture*** missing clocks or ***Amend*** current clock data.



Please note:

Employee clocks first need to be imported from the Clocking Devices before updated Access Logs can be applied and viewed.

Page Notes:

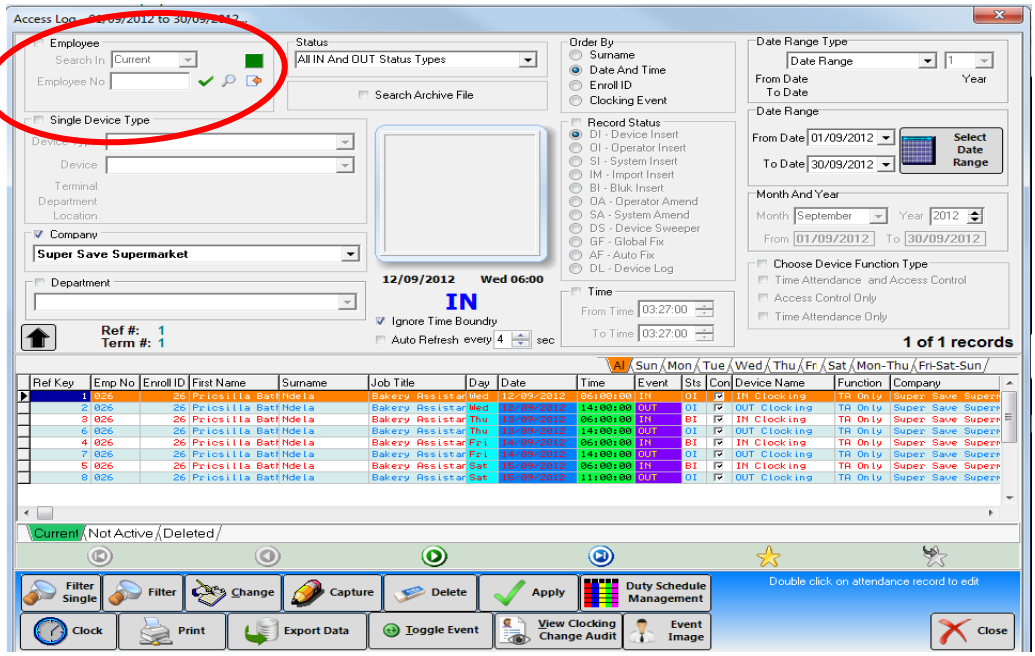
Viewing Access Log Summary

Access Logs can be filtered and viewed in a variety of ways:

- Individual Employee Access Logs
- Individual Clocking Device captured Access Logs
- Access Logs by Company or Department
- Access Logs by Status (ie All IN Clocks only)
- Access Logs by Record Status (ie Operator Inserted records or Device Inserted records)

All Access Logs are viewed by Date Range.

Individual Employee Access Logs:

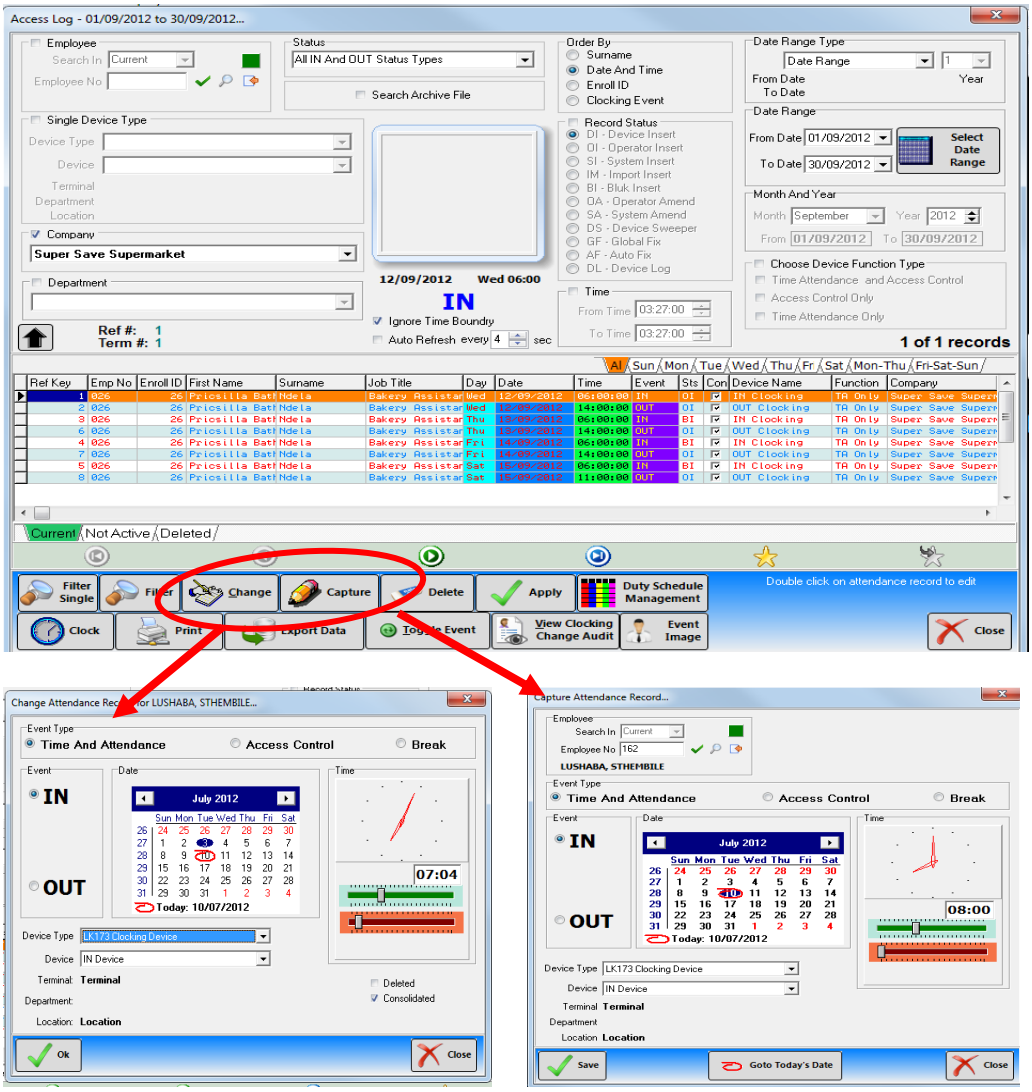


- Tick the Employee Box
- Type in the employee no. and click on the "green tick" or enter to confirm the employee no.
- The employee name will be displayed below.
- Select the date range
- Click on the "Apply" button
- The employee's Access Logs will be displayed.
- Use the Scroll to move up and down to view all logs, alternatively use the & to toggle from the top of the list to the bottom.
- "Click" on the button maximise the view of the access log grid.

Page Notes:

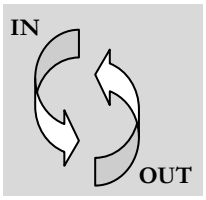
Change or Capture Clocks

In order to manually change existing clocks or capture missing clocks, click on either the "Change" button or "Capture" button. Both tasks are completed in the same procedure.



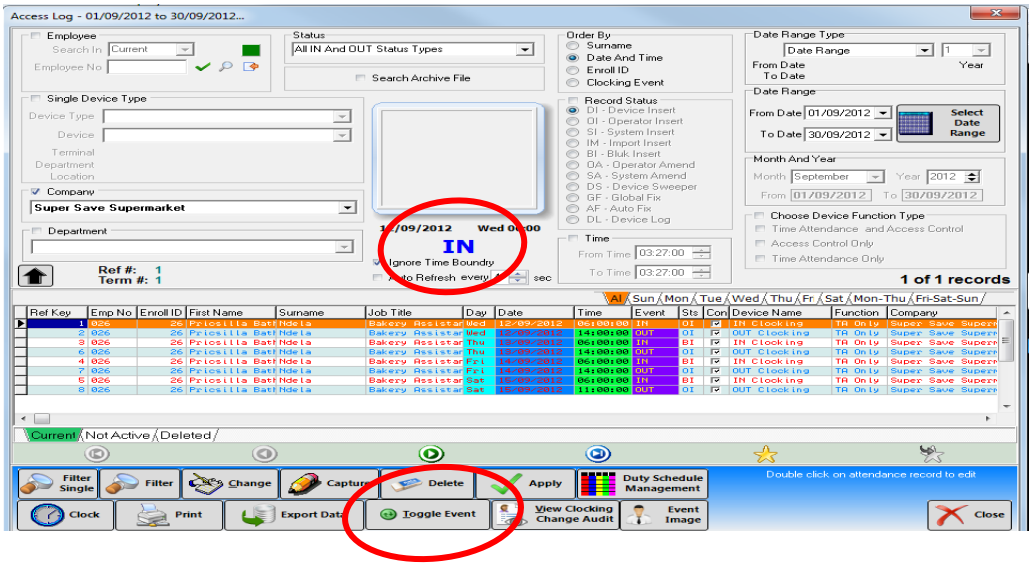
- Select the Event Type
- Select if you are changing or capturing an IN or OUT event by clicking on the radio bottom next to each.
- Select the Date if capturing a missing clock
- Select the Time if capturing a missing clock or modify the time is changing a clock
- Click on "OK" button and "Close".

Page Notes:



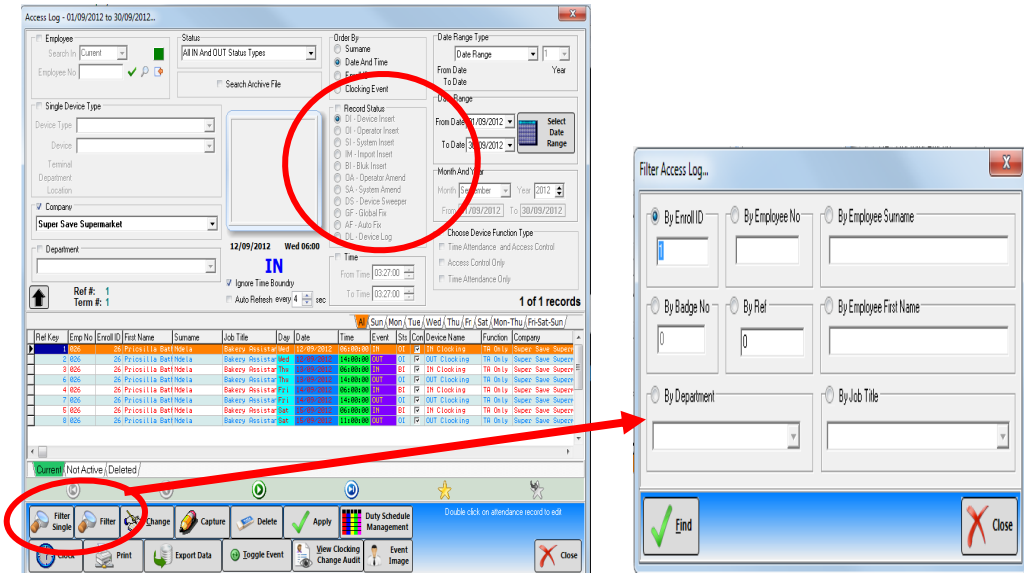
Toggle Event

In order to change the event from an IN status to an OUT status (or visa versa), click on the "Toggle Event" button. Ensure that the Clock you wish to Toggle is highlighted in the Access Log Summary grid.



Filtering Access Logs

Use the "Filter" button to filter Access Logs by Department, Job Title, Enroll ID etc. or display Clocks that have been manually inserted either by Operator Insert or Bulk Insert.

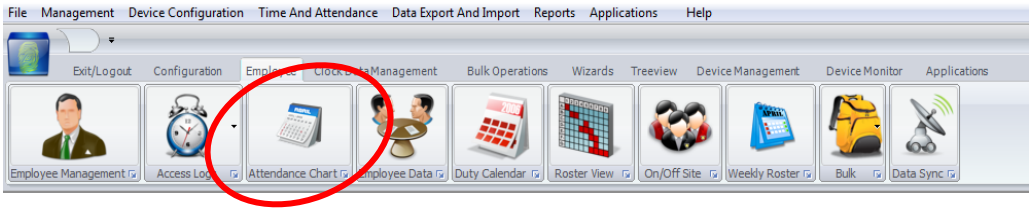


Page Notes:

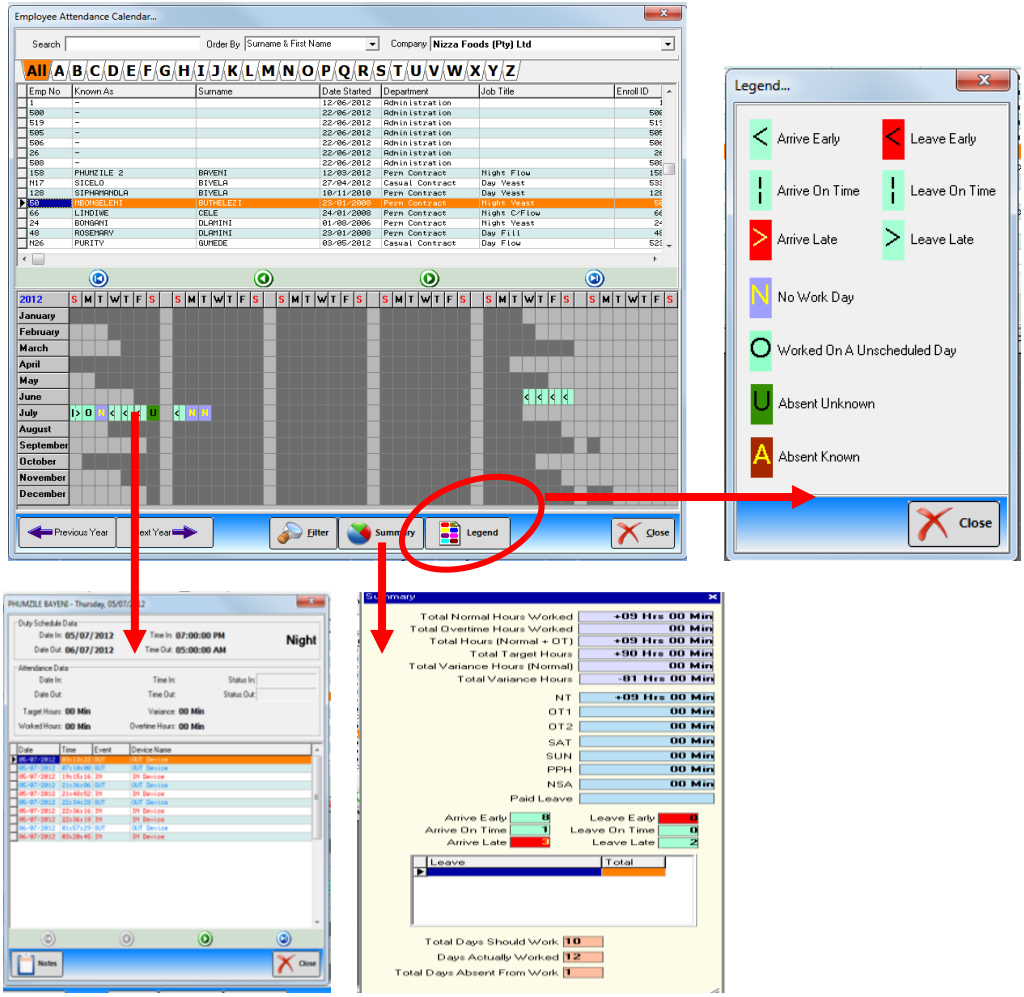
ATTENDANCE CHART

3.3 Attendance Chart

This handy chart allows the software operator to a quick view summary of individual employee attendance records.



- Click on "Summary" button to view employees Normal Time, Overtime and general attendance details.
- Click on a particular day (on the summary grid) to display the employee access logs for that day.



Page Notes:

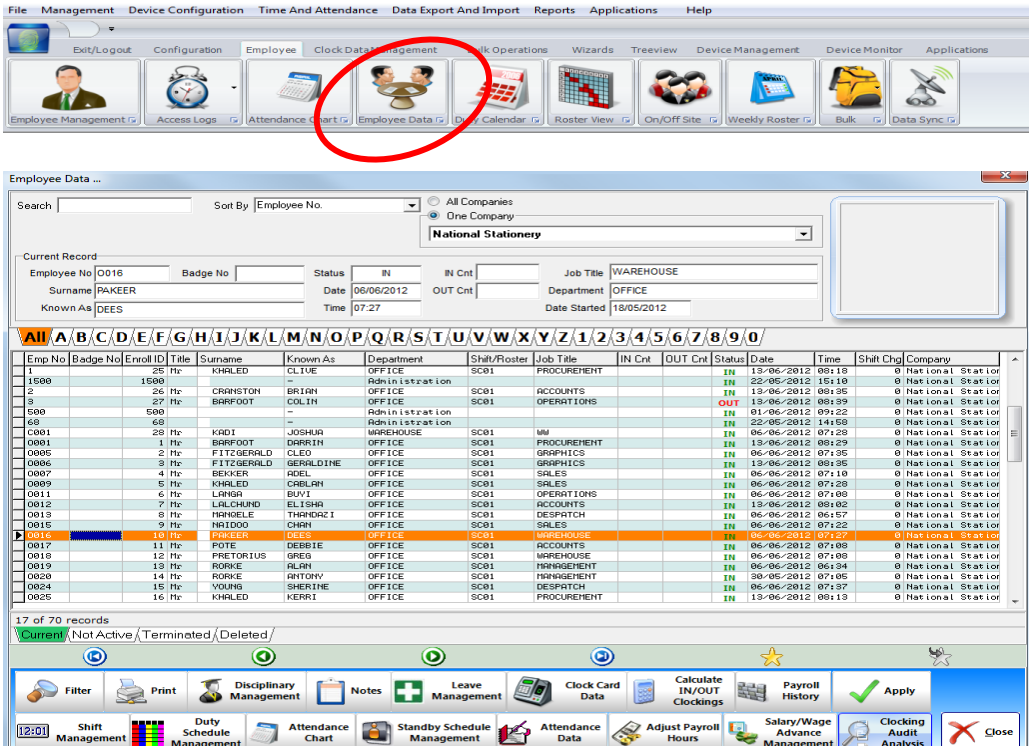
EMPLOYEE DATA

3.4 Employee Data

In this section, the Software Operator can view and modify and insert Employee Data.
The following HR functions can be also completed in this section:

- Disciplinary Management – Capture Disciplinary types.
- Leave Management – Capture Leave and view Leave Summary.
- Clock Card Data – View employee clocks and find exceptions (missing IN/OUT clocks).
- Shift Management – View and modify employee Shifts.
- Duty Schedule Management – View and modify employee Duty Schedule.
- Attendance Data – View employee attendance data.

In the Employee Data main screen, the selected company employee are listed in the main grid area.

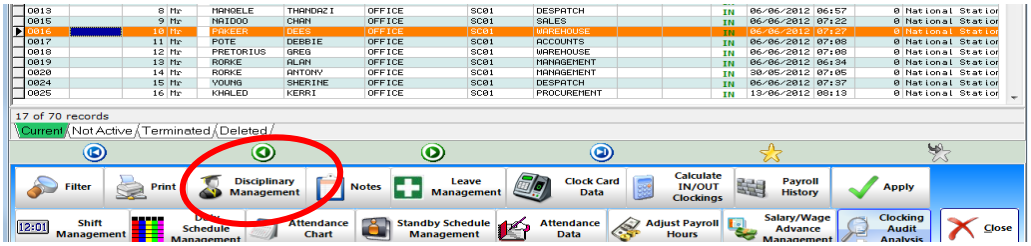


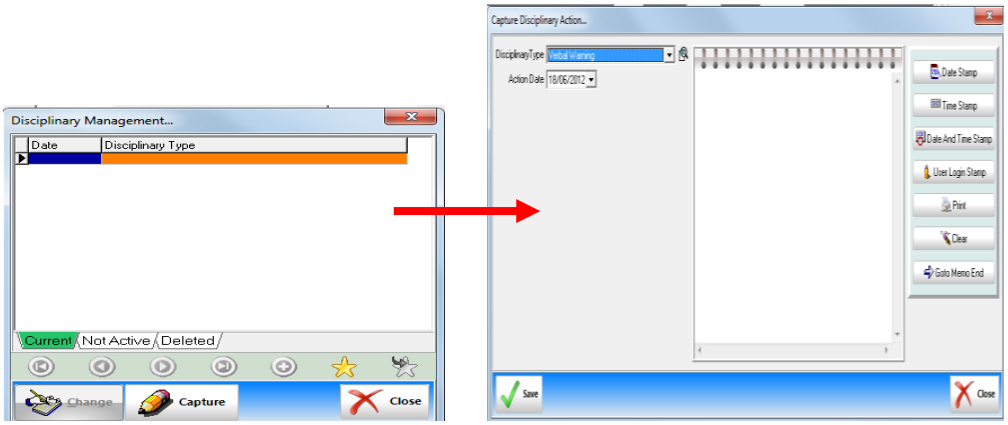
- Use the "Sort By" dropdown to select the required filter eg: Employee no. and type in the employee's no. in the "Search" field.
- The employee line will be highlighted and the employee current records will be displayed above the employee grid.
- Use the "Function" button panel to select the necessary task.

Page Notes:

Disciplinary Management

Use this section to view employee Disciplinary History and or to capture new or change existing Disciplinary Actions.



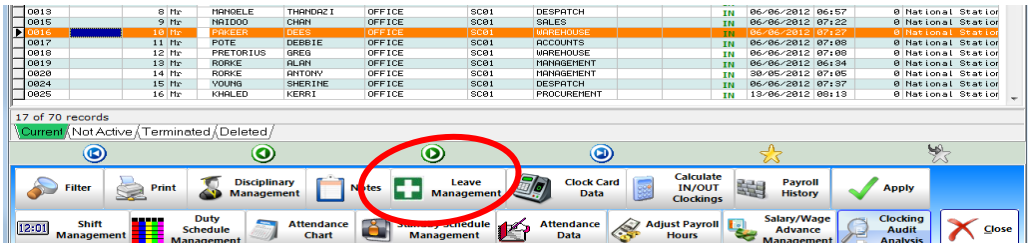


- Click on "Disciplinary Management" button.
- Click on the "Capture" button.
- Use the Disciplinary Type dropdown to select from pre-defined list or use the modify field icon to add additional Disciplinary Types.
- Select the Action Date. Use the various function icons to record date/time/User stamp etc in the notes section.
- Click on the "Save" button and "Close".
- Click on "Change" button to change an existing record.
- To remove / delete a record, click on the record so that the line is highlighted.
- Either right-click on the mouse and choose "Move selected Item to Deleted" or drag the line to the "Deleted" tab.

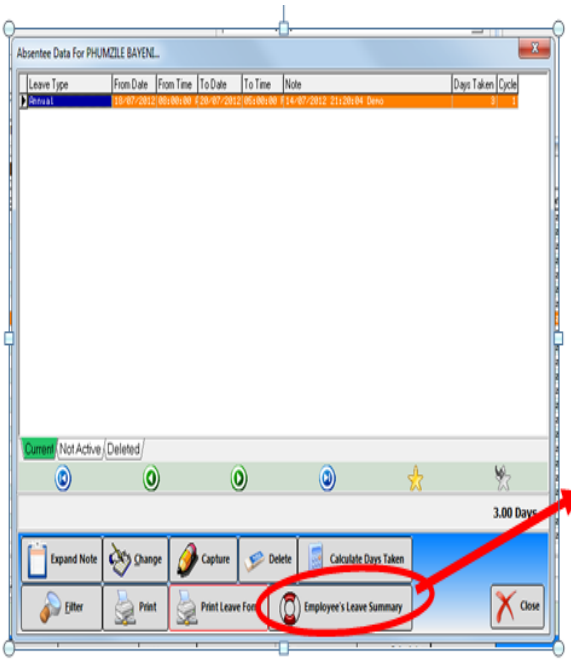
Page Notes:

Leave Management

Use this section to view employee Leave History or to capture Leave Applications.

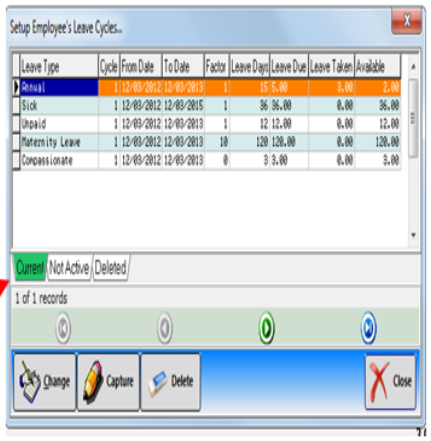


- Click on the "Leave Management" button.
- Click on "Employee's Leave Summary" to view what Leave Types the employee is entitled to. Use the section to capture Leave Entitlement if the leave required has not yet been assigned to the employee.



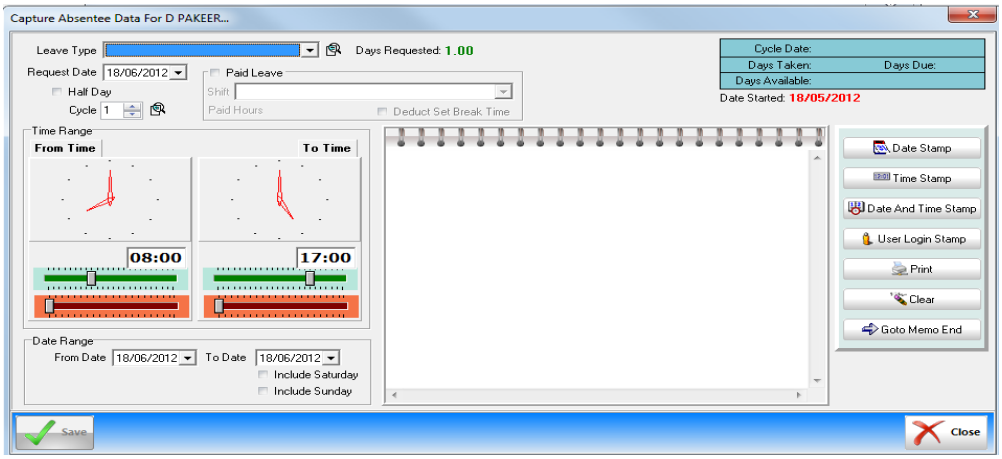
Please Note:

You can not capture a Leave type that has not been assigned to an employee.

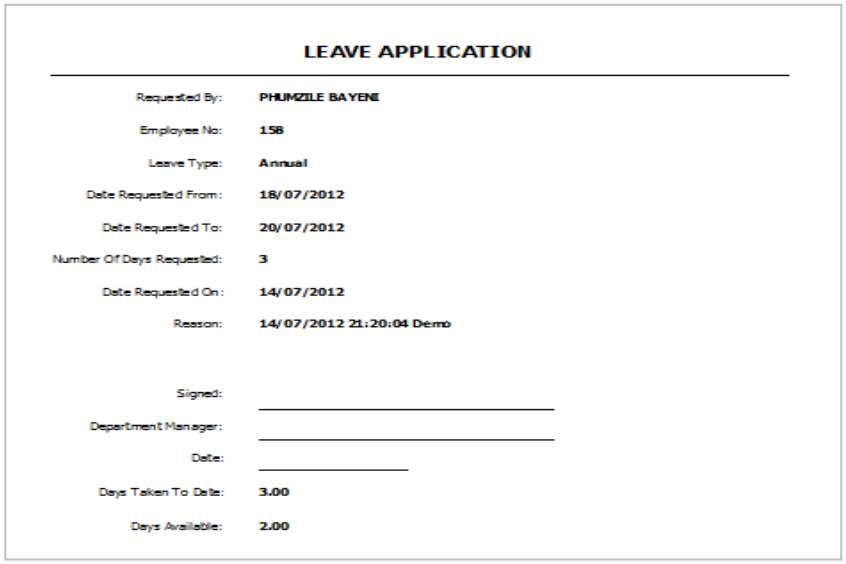


In order to Capture Employee Leave, click on "Capture" button.

Page Notes:



- Use the Leave Type dropdown to select from the standard leave types assigned to this employee.
- Alternatively, if the leave is paid, click the "Paid Leave" radio button. Use the Shift dropdown to select the Shift that the employee would have been scheduled to work in order to insert the employee's hours into the payroll export report.
- Select the Date Range. If the employee is not scheduled to work on these days, a message will be displayed.
- Use the various function icons to record date/time/User stamp etc in the notes section.
- Click on the "Save" button and "Close".
- Once Leave has been captured, a basic Leave Application can be printed by clicking on the "Print Leave Form" button.



LEAVE APPLICATION

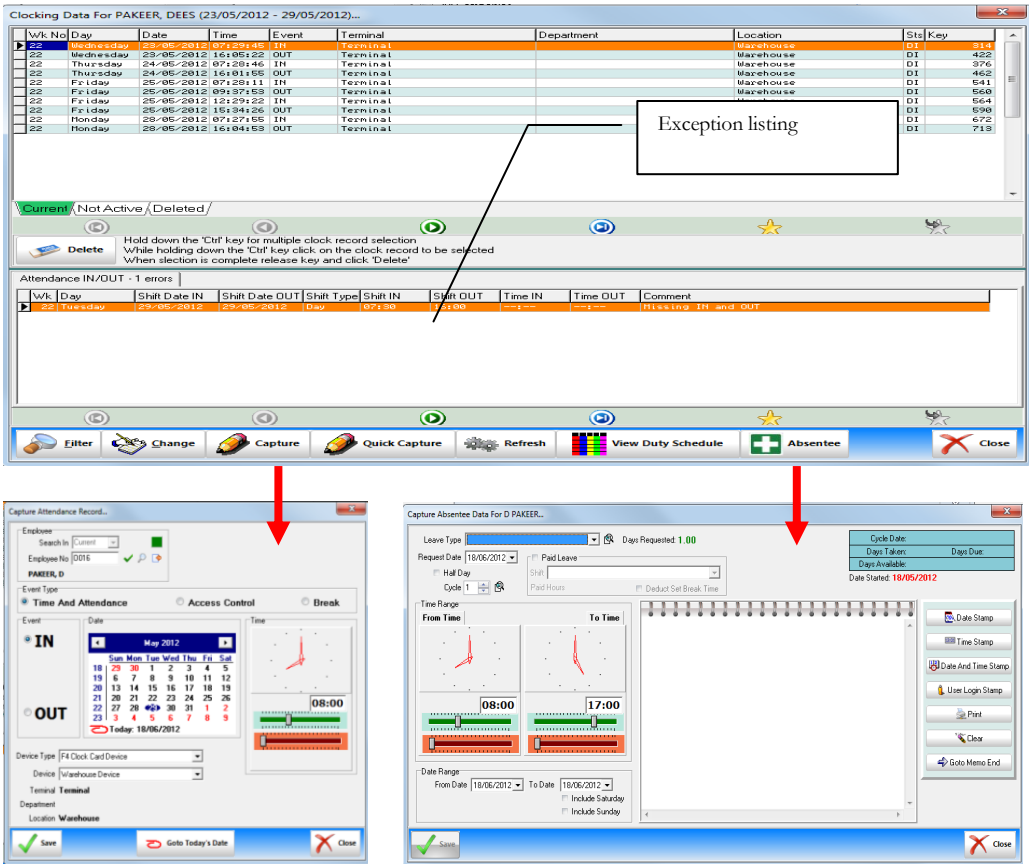
Requested By:	**PHUMZILE BAYENI**
Employee No:	**158**
Leave Type:	**Annual**
Date Requested From:	**18/07/2012**
Date Requested To:	**20/07/2012**
Number Of Days Requested:	**3**
Date Requested On:	**14/07/2012**
Reason:	**14/07/2012 21:20:04 Demo**
Signed:	_____
Department Manager:	_____
Date:	_____
Days Taken To Date:	**3.00**
Days Available:	**2.00**

Page Notes:

Clock Card Data

In this section, the employee's Attendance Data will be listed as well as a list of Exceptions (missing Clocks), if applicable.

Use this section to Capture or Change missing records as well as assign Leave to a missing IN & OUT record.



- Click on "Capture" button to insert a missing clock. (Missing In or missing OUT).
- Select the missing Event by clicking on either the IN or OUT radio button.
- Select the Date on the calendar.
- Use the slider bar to capture the clock Time.
- Click on "Absentee" button to capture leave against a missing IN&OUT record.
- Define the Leave as explained in "Leave Management" on page 26 of this manual.

Please Note:

Leave can only be assigned to records that have both a missing IN & OUT on a particular day.

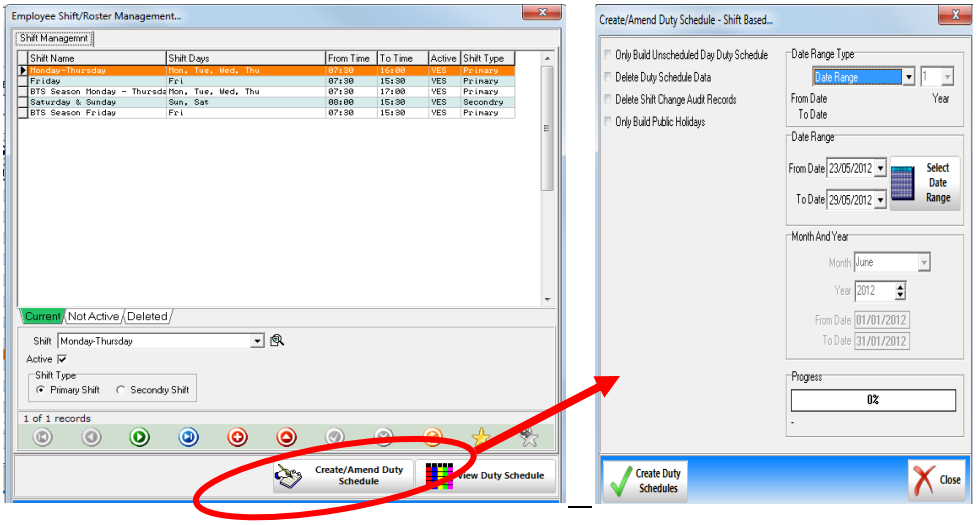
Page Notes:

Shift Management

In this section, when you need to re-build an employee's Duty Schedule using either new Shifts (for Shift based employee's) or for a new Roster (for Roster based employee's).

If you only need to make "spot" changes to an employee's Duty Schedule, whether they are Shift or Roster based, use the "Duty Schedule Management" section instead (see xxx of this manual).

Shift Based Employee:



- Click on the "Shift Management" button
- A list of the shifts that have been assigned to this employee can be viewed and modified.
- Shifts that are no longer used can be made "Inactive" by selecting the shift and dragging it from the "Current" tab into the "Not Active" tab, alternatively, right-click mouse and select "Move selected to Not Active.
- Insert the new shifts by first clicking on the "Add" button and selecting the shift from the pre-defined dropdown list.
- Define whether the shift is a Primary or Secondary Shift.
- To re-build the Duty Schedule, click on the "Create/Amend Duty Schedule" button.
- Select the Date Range – when then new shift will come into effect.
- Click on "Create Duty Schedule" button and "Close"

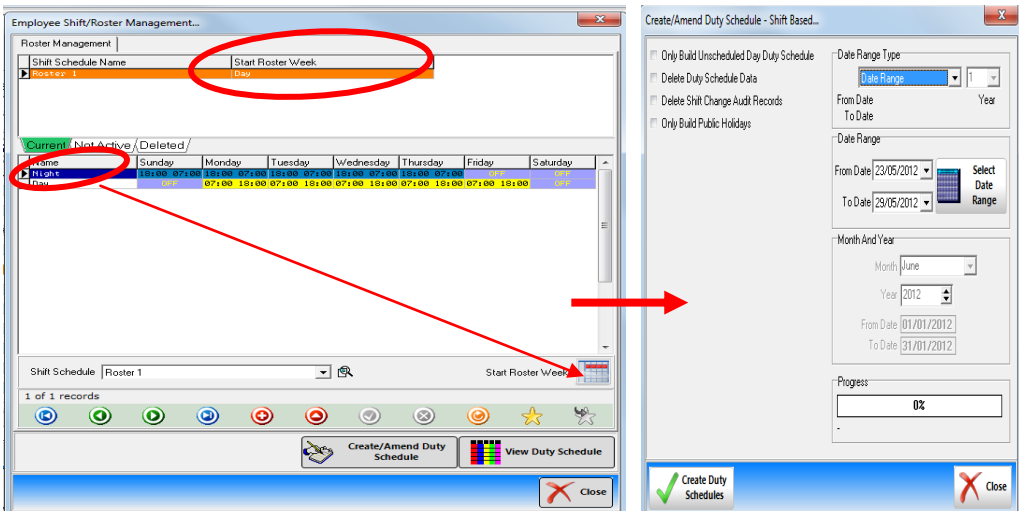
Page Notes:

Roster Based Employee:

Before re-building an employee's Duty Schedule, it is important to check their current Duty Schedule and make a note of the date in which you would like the new roster to begin and the Shift applicable to that day.

This is important as Roster's that are created using a roster pattern will have a week start day eg Roster starts on a Sunday with Night Shift. You will have to create the new Duty Schedule according to the Roster week start day for the new date range.

Please Note:
There can only be 1 Roster assigned to an employee



- Click on the "Shift Management" button
- The employee's assigned Roster will be displayed.
- To remove the current Roster select and drag from the "Current" tab into the "Not Active" tab, alternatively, right-click mouse and select "Move selected to Not Active.
- Insert the new Roster by first clicking on the "Add" button and selecting the new Shift from the pre-defined dropdown list.
- Check the correct shift is reflecting in the Start Roster Week field.
- If the Start Roster Week shift is incorrect, click on the correct shift name in the Roster summary grid and drag and drop it into the "Start Roster Week" Calendar icon.
- To re-build the Duty Schedule, click on the "Create/Amend Duty Schedule" button.
- Select the Date Range – when then new shift will come into effect.
- Click on "Create Duty Schedule" button and "Close"

Page Notes:

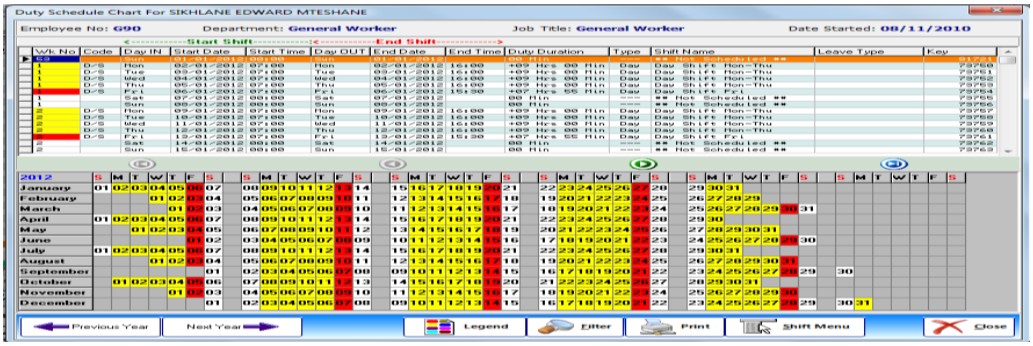
Duty Schedule Management

In the Duty Schedule Management section you can view, modify and print employee Duty Schedules.

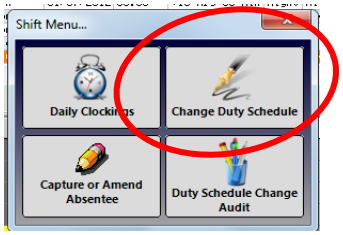
Use the Duty Schedule Management section to make "spot" changes to an employee Duty Schedule.
Eg: If an employee needs to be assigned to a different shift for a short period of time.

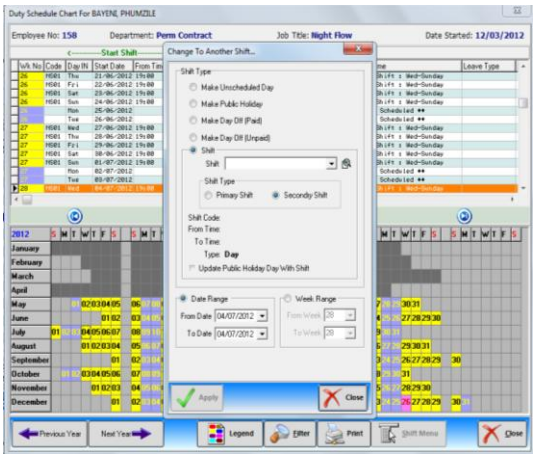
Change Shifts on Employee Duty Schedule:

Use this sections to change employee Shifts on specific days or for selected periods of time.



- In order to change a shift on a specific day, on the grid summary, click on the date applicable.
- Click on the "Shift Menu" button.
- The following options are available
- Click on "Change Duty Schedule" button.





- Select the Shift type if applicable.
- If changing to another shift, use the Shift dropdown to select the required Shift.
- If changing for 1 day, use the same date in From Date & To Date.
- If changing for a period of time, select the From Date and To Date or/
- Specify a Week Range
- Click "Apply" and "Close"
- The Duty Schedule will automatically be updated with the changes.

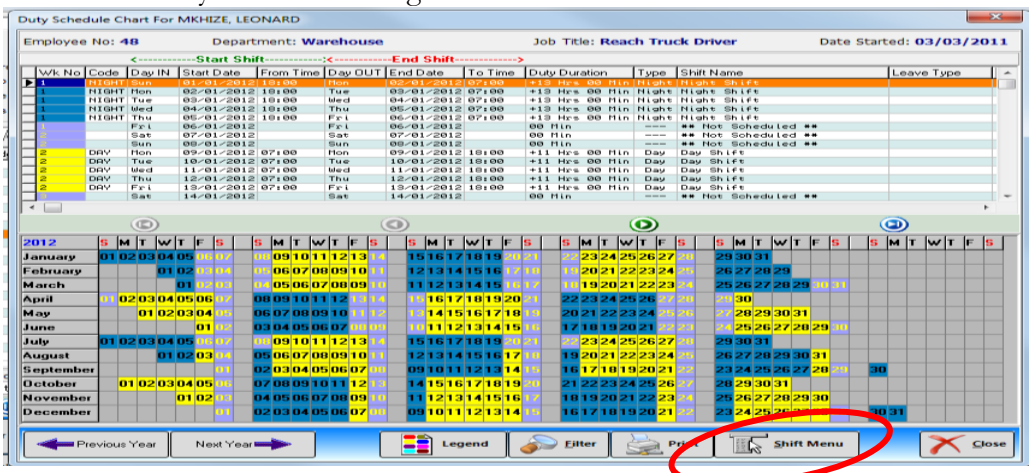
Useful Note:

Use the "Duty Schedule Audit" button to see previous modifications made to the Employee's Duty Schedule.

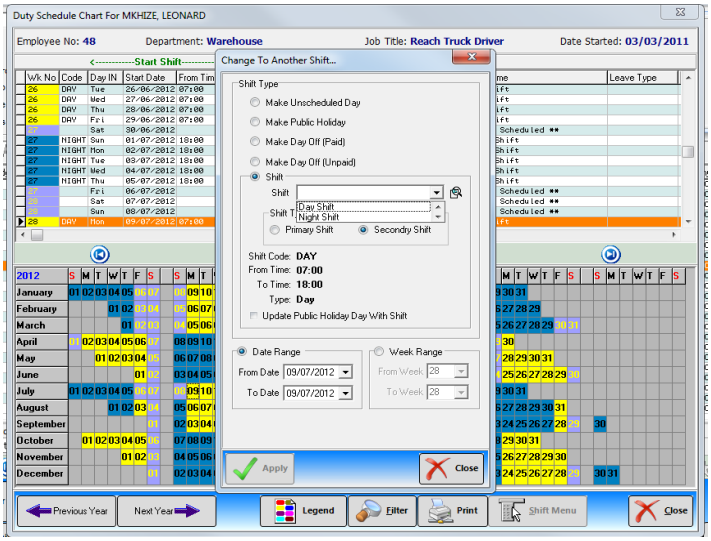
Page Notes:

Change Roster Shifts on Employee Duty Schedule:

Change employee Shifts for a specific day or Roster for a period of time can be done in the Duty Schedule Management section.



- In order to change a shift on a specific day, on the grid summary, click on the date applicable.
- Click on the "Shift Menu" button.
- The following options are available
- Click on the "Change Duty Schedule" button.

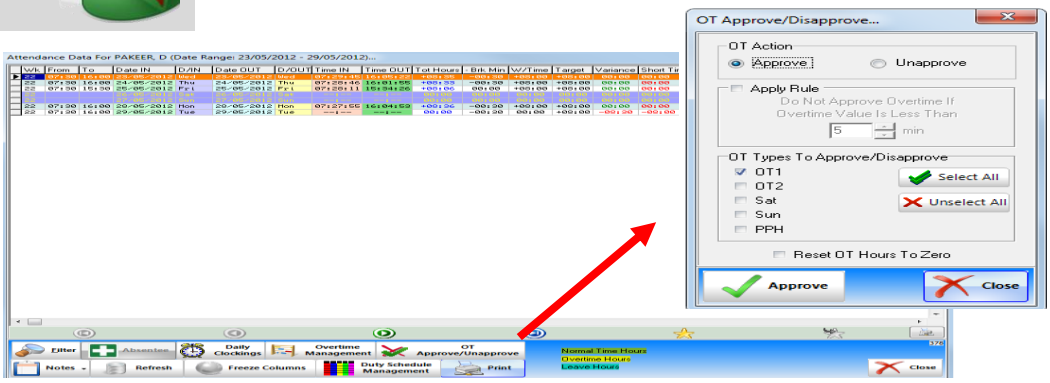


- Select the Shift type if applicable.
- If changing to another shift, use the Shift dropdown to select the required Shift.
- If changing for 1 day, use the same date in From Date & To Date.
- If changing for a period of time, select the From Date and To Date or/
- Specify a Week Range
- Click "Apply" and "Close"
- The Duty Schedule will automatically be updated with the changes.

Page Notes:

Employee Attendance Data

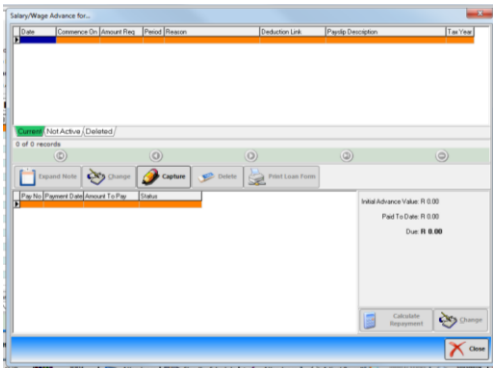
View employee Attendance Data and approve / unapproved overtime.



- Click on "Attendance Data" button
- The employees attendance data will be displayed for p/day.
- In this section you can see the employees NT and OT hrs.
- Overtime and be approved by clicking on the "OT approve/ unapproved" button
- Select the OT action
- Select the OT type and click on the "Approve" button.

Salary / Wage Advance Management

Use this section to Capture employee Salary / Wage Advances which can be linked for deduction if using the Software Payroll System.



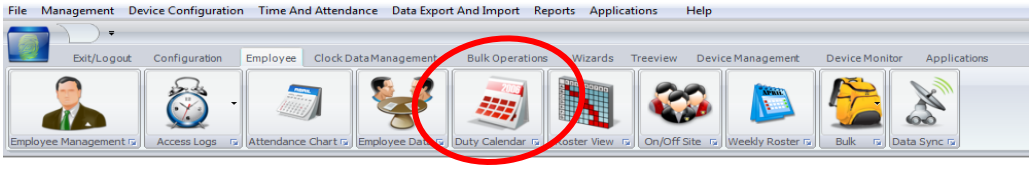
- Click on the "Salary/Wage Advance Management" button.
- Click "Capture".
- Complete the Advance details and "Close". The Loan Form can also be printed.

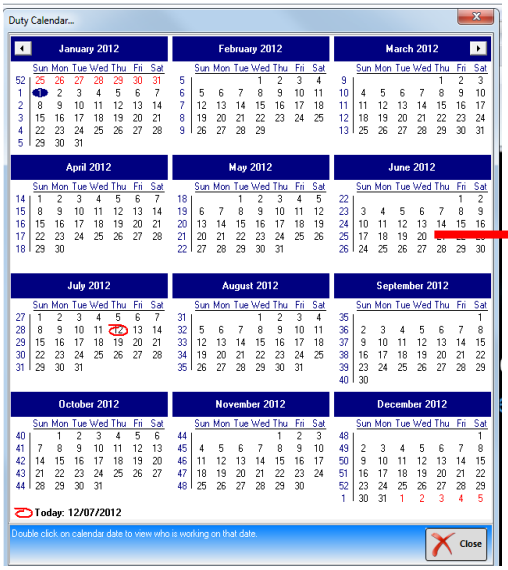
Page Notes:

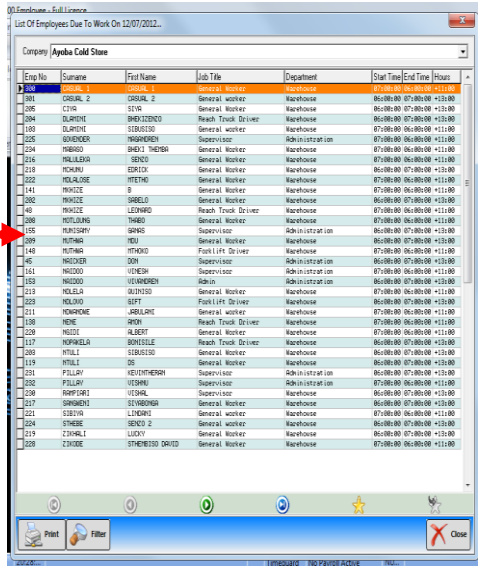
DUTY CALENDAR

3.5 Duty Calendar

Double click on the calendar date to view a summary of staff that are scheduled to work on that particular date.







Print summary if required.